

# HAMILTON COUNTY JUVENILE SERVICES CENTER

## **Our Mission:**

It is the Mission of the Hamilton County Juvenile Services Center to provide our youth with a safe, secure, and healthy environment by holding them accountable for their behavior through positive reinforcement; and provide the youth with an opportunity for behavioral change through various programs.

# DETENTION CENTER HANDBOOK

## I. PURPOSE OF THE HANDBOOK

## II. INTRODUCTION

- A. Why You Are at the Detention Center \_\_\_\_\_ 3
- B. Behavior and Attitude \_\_\_\_\_ 4
- C. General Rules \_\_\_\_\_ 4

## III. BEHAVIOR MANAGEMENT

- A. Purpose \_\_\_\_\_ 5
- B. Vision Statement \_\_\_\_\_ 5
- C. Benefits of Program \_\_\_\_\_ 5
- D. Procedures \_\_\_\_\_ 6
- E. Components of the Program \_\_\_\_\_ 6
  - 1. Initial Admittance Juvenile
  - 2. Levels and Privileges
  - 3. LEVEL ZERO
  - 4. 2-H Status
- F. Points Earned and Lost \_\_\_\_\_ 8
- G. Behaviors, Which Earn Points \_\_\_\_\_ 9
- H. Behavior Causing Loss of Points \_\_\_\_\_ 10
- I. Issued Warnings \_\_\_\_\_ 11
- J. School Procedures \_\_\_\_\_ 11
- K. Physical Education Class \_\_\_\_\_ 12
- L. Level Advancement \_\_\_\_\_ 12
- M. Loss of Level \_\_\_\_\_ 13

**1. Behaviors Causing Recommended Loss of Level  
(Level 1-MINOR)**

**2. Behaviors Causing Automatic Level Loss to LEVEL ZERO  
(Level 2-MAJOR)**

N.	Cool off Period _____	15
IV.	GENERAL INFORMATION _____	15
A.	Clothing/Personal Belongings _____	15
B.	Damages _____	15
C.	Room Display _____	16
D.	Illness _____	16
E.	Personal Hygiene _____	16
F.	Mail _____	16
G.	Visitation _____	17
H.	Searches _____	17
I.	Emergency Situations _____	17
J.	Grievance Procedures _____	18
K.	Commissary _____	18
L.	Meal Time Procedures _____	18

# **HAMILTON COUNTY JUVENILE SERVICES CENTER**

## **I. PURPOSE OF THE HANDBOOK**

**This handbook will provide you with a general introduction to life at the Hamilton County Juvenile Services Center. It contains information you will need during your stay.**

**The Services Center operates with a points and level Behavior Management Program. This means that you will earn points for good behavior. This handbook explains the rules and regulations of the point system, the privileges you may earn, and the type of behavior that is expected from you. In the classification/orientation unit, you will be studying this handbook and learning the rules. After the 24 hour orientation period, you will be able to participate completely in the Services program upon completing the handbook quiz.**

**You should review this handbook often-it will serve as a guide to acceptable behavior. You will have access to the handbook in the multi-purpose room. If you have any questions, you should ask a staff member.**

**Information in this handbook is subject to change in the event of a threat to the safety and security of the facility.**

## **II. INTRODUCTION**

### **A. Why you are at the Services Center**

**You are at the Services Center because you have allegedly committed a violation of the law. If your parents or legal guardians have not been notified that you are at the Services Center, you will have the opportunity to notify them. You will be detained until your next court hearing. At your hearing the judge will decide if you should stay at the Services Center until your next court date.**

## **B. Behavior and Attitude**

It is important to display good behavior and attitude at the Services Center for two main reasons.

1. In order for you to get along with the staff and other juveniles, you must follow the rules. Displaying good behavior and staying out of trouble will help your time go by faster.
2. A report on your behavior and your progress while at the Services Center will be sent to your Probation Officer or Caseworker prior to your next court date.

**ALWAYS REMEMBER THAT YOU ARE RESPONSIBLE FOR YOUR OWN BEHAVIOR**

## **C. General Rules**

1. At all times staff shall be addressed in a respectful manner.
2. You shall obey ALL instructions of the Corrections Officer(s) (CO) and ALL other supervisory staff without complaint or argument.
3. You shall wear Services Center clothing only and always be properly dressed.
4. You are to remain in the presence (within eyesight) of a staff person at all times.
5. You are required be in your bunk after 10:00pm, with the exception of using the restroom.
6. You are not permitted in another juvenile's room.
7. When you are in line formation or in line movement your hands will be placed behind your back and there will be no talking.
8. You are not allowed to display any gang literature and/or gang involvement.
9. You will ask permission to move throughout the unit and/or dayroom.
10. Your bed will be made properly anytime you leave your room.
11. Juveniles who are charged with the violation of a major rule, which constitutes a violation of state law, may be prosecuted for said violation in court.
12. You shall not walk through, or prop any door in the facility with out the permission of the Corrections Officer.
13. The Sheriff or the Juvenile Commander may create and/or enforce temporary rules whenever either shall deem necessary to protect the security of the institution, the health or safety of any individual in the JSC, or security of JSC property.

### **III. BEHAVIOR MANAGEMENT**

#### **A. Purpose**

The Behavior Management System operates under a point and level advancement system, which allows Correction Officers the opportunity:

- To reinforce appropriate behavior through the rewarding of points and advancing juveniles upwards in levels, this would increase their privileges with each advancement.
- To discourage inappropriate behavior through the negative consequences of losing points, the loss of levels and privileges, and possible confinement to a room.

WE DO NOT TAKE AWAY OR GIVE PRIVILEGES. YOU EARN PRIVILEGES OR GIVE THEM UP. YOU ARE RESPONSIBLE FOR YOUR OWN BEHAVIOR.

#### **B. Vision Statement**

That through team work and positive roll modeling:

- Juveniles are provided the opportunity to reach proper choices.
- Adjust their behavior response toward self-management.
- Adopt principles to lead productive lives as adults.

#### **C. Benefits of Program**

The program is designed to place all of the responsibility of the juvenile's behavior on the juvenile, which will allow the opportunity:

- To encourage positive behavior through praise and recognition
- To teach juveniles to become better communicators
- To help juveniles learn behaviors expected of them through explanation, demonstration and role modeling

#### **D. Procedures**

**Before consequences are applied for a certain behavior, the following conditions should be met:**

- **The juvenile must understand the rules and expectations for his/her behavior.**
- **The juvenile must know how to perform the expected behavior. If the juvenile does not know how to perform the behavior, a staff member will attempt to teach the skills needed to perform the behavior.**
- **The Juvenile must understand any likely negative consequence, which will follow the performance of a behavior.**
- **Consequences will be as closely related to particular behaviors as possible.**
- **The Juvenile must be informed by the Correction Officer of the points they lose at the time of the incident. Juveniles also must be informed of a level loss by the Corrections Officer and the Shift Sergeant or Officer in Charge, both verbally and written.**

#### **E. Components of the Program**

**Initial Admitted Juvenile:** All newly admitted Juveniles will be placed on 24-hour orientation lockdown and required to take and pass a Services Handbook quiz within the 24-hour period. Juveniles must pass the Services Handbook quiz by missing no more than two questions. Juveniles will retake the quiz until they successfully pass it. Juveniles who have passed the handbook quiz are placed on LEVEL ONE and can participate fully in all programs after their 24-hour orientation lock down is complete.

**Levels and Privileges:** There are five levels in the program: LEVELS ZERO, ONE, TWO, THREE and 2-H. Privileges for each level are as follows:

<b>LEVEL</b>	<b>PRIVILEGES</b>
<b>ZERO</b>	No privileges. Only basic rights will be met.
<b>ONE</b>	<ol style="list-style-type: none"> <li>1. Two (2) phone calls per week</li> <li>2. One (1) visit per week through video visitation</li> <li>3. Twenty (20) positive points given at start of the level</li> <li>4. Full participation in the Detention Program</li> <li>5. Bedtime is at 8:00 p.m.</li> <li>6. May order hygiene only on commissary</li> </ol>
<b>TWO</b>	<ol style="list-style-type: none"> <li>1. All privileges of LEVEL ONE</li> <li>2. One (1) visits per week</li> <li>3. Bedtime is 8:30 p.m.</li> <li>4. May order \$20 worth of commissary</li> <li>5. May eat meals in the dayroom</li> <li>6. Four (4) phone calls per week.</li> </ol>
<b>THREE</b>	<ol style="list-style-type: none"> <li>1. All privileges of LEVEL ONE</li> <li>2. All privileges of LEVEL TWO</li> <li>3. Weekly LEVEL THREE privilege</li> <li>4. Two (2) visits per week</li> <li>5. Bedtime is 9:00 p.m.</li> <li>6. May order \$30 worth of commissary</li> <li>7. Daily phone calls.</li> <li>8. May play cards and games in the block dayroom during recreation.</li> </ol>
<b>2-H</b>	No privileges. Only basic rights will be met. Only the Juvenile Commander or Assistant Juvenile Commander can authorize this level.

**LEVEL ZERO:** If a Juvenile has exhibited behavior that is determined to be inappropriate (as defined in the upcoming section titled **Behaviors Causing Automatic Level Loss to LEVEL ZERO**), a suspension of all earned privileges will be imposed. The juvenile will be on LEVEL ZERO with zero points, and only basic rights will be met, e.g., rights to one (1) visit per week, mail, mandatory recreation and education (unless the juvenile has been removed from school).

Once the level loss is recommended to the Shift Sergeant or Officer in Charge, a Juvenile on LEVEL ZERO will be confined to his/her room, for a minimum of twenty-four (24) hours or a maximum of seventy-two (72) hours. All meals will be eaten in their rooms while Juveniles are on room confinement. While on LEVEL ZERO, Juvenile will *neither gain nor lose* points until they are released from their room(s).

The Juvenile will be informed of the amount of time he/she will be on room confinement. The Juvenile will receive both a verbal and a written description of the discipline which will detail the behavior that resulted in room confinement, why the behavior is inappropriate, the duration of the room confinement, and what behavior is expected while the Juvenile is on room confinement. As soon as the



Juvenile completes the specified amount of time on room restriction, he/she will be released from room confinement and will immediately receive a LEVEL ONE status and will be given twenty (20) points.

In the event a Juvenile demonstrates inappropriate behavior while on LEVEL ZERO, the specified amount of time can be extended by twenty-four (24) hour increments up to 72 hours under the direction of the Shift Sergeant or Officer in Charge. A Juvenile may be subject to being placed on 2-H status by the Juvenile Commander or Assistant Juvenile Commander if out-of-control behavior continues.

**LEVEL 2-H STATUS:** Only basic needs are met on this level. A Juvenile may be placed in room confinement for at least twenty-four (24) hours. A Juvenile will receive one (1) shower a day supervised by the Shift Sergeant or their designee. In order to be placed on a 2-H (High Risk Status), the Juvenile must demonstrate extreme out of control behavior that is considered by the Juvenile Commander or Assistant Juvenile Commander to be a threat to staff, other juveniles, or property. Also, if a juvenile is physically assaultive towards another juvenile with the result of serious injury, that juvenile can be placed on 2-H status. *This behavior will not be tolerated; any violation of state law will be an added charge.* A juvenile will remain on 2-H status until further review by the Juvenile Commander or Assistant Juvenile Commander.

#### **F. Points Earned and Lost**

Juveniles can earn and lose points in a number of categories. Every evening on third (3<sup>rd</sup>) shift between 11:00 p.m. and 11:59 p.m., levels will be reviewed. If the juvenile meets the requirements for advancement, he/she will be advanced to the next level.

Tallying of points will be done at the end of each shift. The Correction Officer will review points and levels with the juvenile during the last half-hour of the shift. *Levels may only be advanced by the third (3<sup>rd</sup>) shift staff*, however, a juvenile will *immediately* be moved down to the next level upon losing all of his/her points or by participating in a behavior that is considered an automatic level loss.

The Correction Officer for each shift keeps a Tally Sheet for the block. When a juvenile earns points or commits a point violation, it will be recorded on the Tally Sheet. An Incident Report Form will be completed when a juvenile receives a level loss for his/her inappropriate behavior.

### G. Behaviors Which Earn Points

<u>Behavior</u>	<u>Number of Positive Points Earned</u>
1. <u>School Points:</u> Juveniles have the opportunity to earn a total of four (4) points during each school day in the following areas:	
a. <u>Attendance and Participation in School</u> <i>Juveniles must attend entire class period.</i>	2 Points per day
b. <u>Completion of Homework/Educational Film</u> <i>Completed on second (2<sup>nd</sup>) shift only</i>	2 points per day
2. <u>Cleaning Room Properly</u> <i>Cleaning of room is not optional. Blatant refusal to clean a room should be handled under "being blatantly resistant to staff's authority-insubordination." rooms must be cleaned to meet Officers standards.</i>	1-3 points per day
3. <u>Personal Hygiene</u> (first (1 <sup>st</sup> ) shift only) <i>This means juvenile has showered, hair is combed, teeth are brushed and juvenile is properly dressed with shirt tucked in before leaving his/her room.</i>	2 points per day
4. <u>Participating in Scheduled Recreation</u>	2 points per day
5. <u>Voluntarily Helping</u> <i>This must involve truly volunteering help. Being selected from among a group of volunteers for a task does not qualify. Juvenile's helping behavior must not be solicited in any way.</i>	2 points per shift
6. <u>Participating in Scheduled Group</u> <i>Participation in our group session is not optional. Refusal and/or removal from group will be handled under "removal from an educational program" which will result in a loss of all level(s).</i>	2 points per shift
7. <u>Bonus Points for not Losing any Points During the Shift</u>	2 points per shift
8. <u>Getting Up on Time</u> (first (1 <sup>st</sup> ) shift only)	2 points per day
9. <u>Full participation in Gymology</u>	2 points per day

### H. Behaviors Causing Loss of Points

**AUTOMATIC LEVEL LOSS** occurs after the loss of 20 points or three (3) infractions in one category per shift.

	<b><u>Behavior</u></b>	<b><u>Number of Negative Points Earned</u></b>
1.	<b><u>Knocking on Door or Ringing Intercom Without Justified Reason</u></b> <i>Justified knocking or ringing would involve a basic need to be met or an emergency. All other knocking or ringing will not be allowed.</i>	-2 points
2.	<b><u>Excessive Noise</u></b> <i>Any excessive sound causing staff or juvenile to interrupt their regular activity, or talking during line movement.</i>	-2 points
3.	<b><u>Constantly Asking Questions</u></b> <i>This would include asking numerous officers the same question after already given an answer.</i>	-2 points
4.	<b><u>Excessive Complaining</u></b>	-3 points
5.	<b><u>Inappropriate Dress</u></b> <i>This includes altering any white clothing given to you. Any altered personal clothing will be placed in the juveniles property and they will receive it when they are booked out.</i>	-4 points
6.	<b><u>Name Calling</u></b> <i>Only proper names will be allowed at this facility. Derogatory names and the use of nicknames are prohibited and will result in the loss of points and/or levels if repeated.</i>	-4 points
7.	<b><u>Demanding</u></b>	-5 points
8.	<b><u>Failure to Follow Instructions –Passive Resistance</u></b>	-5 points
9.	<b><u>Disrespect</u></b>	-5 points
10.	<b><u>Profanity</u></b> <i>Any language deemed vulgar, obscene, or interpreted as being inappropriate.</i>	-5 points

## **I. Issued Warnings**

**Staff is not required to issue warnings to juveniles who have completed orientation and passed the quiz. These juveniles should not have to be told more than once.**

**Staff must inform a juvenile they have lost points or have a recommended level loss at the time of the infraction or at the earliest appropriate time.**

## **J. School Procedures**

**All juveniles must attend school while housed at the Hamilton County Juvenile Services Center.**

**Juveniles who are not enrolled in school or not attending school in their home communities must attend school and all school related activities while in this facility. If a juvenile is seventeen (17) years old and/or has the permission of the Educational Staff, the juvenile may work towards his/her G.E.D. Juveniles working towards their G.E.D. are also allowed to earn four (4) school points per day. The components the juvenile must fulfill to earn all four (4) points are the same as for the entire group and the conditions (both positive and negative) are the same. Only the work assigned will be different.**

**Any refusal to participate in school or educational related activities will result in a loss of level(s).**

**Any juvenile that has been placed on room restriction for an incident that did not occur during school time will still be required to attend school. If the juvenile refuses, the Shift Sergeant will be notified and there could be an extension of the juvenile's room restriction.**

**Staff supervising juveniles will address all behaviors and reinforce instructions given by the teachers.**

**Any juvenile removed from the classroom due to inappropriate behavior, disruptive behavior, or sleeping during class will automatically drop to LEVEL ZERO. This discipline may be recommended only after all other means of behavior management has been exhausted. The Shift Sergeant or Officer in Charge must be notified when a juvenile refuses to cooperate with a teacher and has to be removed from a classroom.**

**THE TEACHER RUNS THE CLASSROOM. THE CORRECTION OFFICER MONITORS THE BEHAVIOR OF THE JUVENILES.**

### **K. Physical Education Class**

Juveniles shall participate in organized recreation know as Gymology. Refusal to participate will be handled under “removal from an educational program” which will result in a loss of all level(s).

Every juvenile may not be able to fully participate in physical exercises; however, the juvenile must give a good effort toward participation.

### **L. Level Advancement**

- ◆ The minimum time a juvenile must remain on a level before he/she may be advanced is seventy-two (72) hours. There will be **NO EXCEPTIONS TO THIS RULE!**
- ◆ Juveniles must earn thirty (30) additional points within a seventy-two (72) hour period for a grand total of fifty (50) points before they are advanced from LEVEL ONE to LEVEL TWO.
- ◆ You must earn forty (40) additional points within a seventy-two (72) hour period for a grand total of sixty (60) points before they are advanced to LEVEL TWO to LEVEL THREE.
- ◆ As juveniles advance to higher levels, they earn all the privileges of that level and they keep the privileges earned from the previous level.
- ◆ LEVEL ZERO and 2-H Status are the only levels where juvenile do not receive privileges. Only their basic needs are met.
- ◆ Juveniles on LEVEL ONE who do not accumulate a total of fifty (50) points within the required seventy-two (72) hour period will not be advanced to the next level. They will continue earning points until they have the required amount of points for advancement.
- ◆ Juveniles on LEVEL TWO who do not accumulate sixty (60) total points within the required seventy-two (72) hour period will automatically be dropped to LEVEL ONE and will start over on that level with twenty (20) points.
- ◆ Juveniles on LEVEL THREE who do not maintain sixty (60) total points within the required seventy-two (72) hour period will automatically be dropped to LEVEL TWO and will start over on that level with twenty (20) points.

## **M. Loss of Level**

There are two behavior codes that determine whether a juvenile loses one (1) level or all of his/her levels.

**LEVEL 1 – MINOR**                      Automatic loss of (1) level from LEVEL THREE to TWO, LEVEL TWO to ONE, LEVEL ONE to ZERO

**LEVEL 2 – MAJOR**                      Automatic loss of all levels regardless of current level or status

### **1. Behaviors Causing Recommended Loss of Level (MINOR)**

MI 01	Failure To Maintain Personal Hygiene
MI 02	Failure To Keep Cell Clean and Sanitary
MI 03	Verbal Sexual Vulgarity
MI 04	Behavioral Sexual Vulgarity
MI 05	Any Form Of Stealing
MI 06	Loss of Credits Three Times In The Same Category On The Same Shift
MI 07	Communicating Between Rooms
MI 08	Communicating Between Windows
MI 09	Communicating Between Cell Blocks
MI 10	Possession of Non-Harmful Contraband ( <i>Includes but is not limited to any item altered from its original form or used for an unintended purpose</i> )
MI 11	Gambling
MI 12	Failure To Have Bed Made Properly Before Leaving Cell
MI 13	Being In An Unauthorized Area ( <i>Example: Walking though a door without an officer's permission</i> )
MI 14	Clogging Toilets ( <i>Only bodily waste and toilet paper should be placed in toilets</i> )
MI 15	Exchanging Personal Information ( <i>Charges or Nature of Charges, Addresses, Phone numbers, or E-mail addresses</i> ).
MI 16	Out of Bunk After 10:00pm Except To Use The Restroom
MI 17	A Juvenile May Be Placed On Medical Isolation If Deemed Necessary By the Medical Staff ( <i>This is not a disciplinary action</i> )
MI 18	Inappropriate Touching ( <i>There should be no casual contact between any Juveniles at anytime, for example shaking hands, playing with hair, or horseplay</i> )
MI 19	Trading Of Food With Another Juvenile
MI 20	Misleading or Lying To Staff
MI 21	Taking or Giving Food Away

### **2. Behaviors Causing Automatic Level Loss to LEVEL ZERO; (MAJOR)**

MA 01	Successful or Attempted Escape ( <i>Includes but is not limited to conspiring or</i>
-------	--

	<i>talking about leaving premises without being released, being in an unauthorized area of the building with the intention of leaving, and touching any lock in the facility.)</i>
<b>MA 02</b>	<b>Riotous Behavior</b>
<b>MA 03</b>	<b>Fighting With Staff or a Juvenile</b>
<b>MA 04</b>	<b>Physical Assault on a Staff</b>
<b>MA 05</b>	<b>Physical Assault on Juvenile</b>
<b>MA 06</b>	<b>Any Form of Threat Towards Staff or Juvenile</b>
<b>MA 07</b>	<b>Committing a Sexual Offense as Prescribed by Indiana Law Against Any Individual in the JSC or Participating in a Sexual Act.</b>
<b>MA 08</b>	<b>Being in Possession of a Weapon</b>
<b>MA 09</b>	<b>Consumption or Possession of Drugs</b>
<b>MA 10</b>	<b>Consumption or Possession of Medication Requiring a Prescription Without Proper Medical Authorization</b>
<b>MA 11</b>	<b>Habitual Rule Violator (<i>One guilty of three or more minor offenses in a two week period</i>)</b>
<b>MA 12</b>	<b>Any Mutilation Including Carving on Self or Others (<i>Any intentional lacerations, scratching, cutting, marking, etc of the human body</i>)</b>
<b>MA 13</b>	<b>Setting a Fire</b>
<b>MA 14</b>	<b>Possession of harmful contraband (<i>Harmful contraband is any item that has the potential to cause harm or injury to oneself or others.</i>)</b>
<b>MA 15</b>	<b>Defacing JSC Property</b>
<b>MA 16</b>	<b>Damaging JSC Property</b>
<b>MA 17</b>	<b>Destroying JSC Property</b>
<b>MA 18</b>	<b>Removal From Classroom Due to Inappropriate Behavior, Disruptive Behavior, or Sleeping During the Activity</b>
<b>MA 19</b>	<b>Gang Paraphernalia (<i>Any gang literature found on a juvenile or in the room of a juvenile. This also includes gang-related language, hand gesturing and drawings. There will be NO TOLERANCE REGARDING GANG ACTIVITY.</i>)</b>
<b>MA 20</b>	<b>Removal From Group Due to Inappropriate Behavior, Disruptive Behavior, or Sleeping During the Activity</b>
<b>MA 21</b>	<b>Failure to Comply With a Direct Order From an Officer</b>
<b>MA 22</b>	<b>Removal From, Religious Service Due to Inappropriate Behavior, Disruptive Behavior, or Sleeping During the Activity</b>
<b>MA 23</b>	<b>Disruptive During Transport/ Court House</b>
<b>MA 24</b>	<b>Trafficking</b>
<b>MA 25</b>	<b>Tampering With or Touching Any Emergency Equipment</b>
<b>MA 26</b>	<b>Any Form of Racial or Ethnic Slurs</b>
<b>MA 27</b>	<b>Removal From Any Special Program Due to Inappropriate Behavior, Disruptive Behavior, or Sleeping During the Activity</b>

#### **N. Cool Off Period**

A juvenile may receive a “Cool Off” period if he/she feels the need to be alone for one reason or another. A juvenile must ask the assigned Correction Officer for this special request. The amount of time the “Cool Off” period may last will be determined by the Correctional Officer. The “Cool Off” period will not be granted during education, and during group, but may be granted during scheduled class time only if the Educational Staff approves the “Cool Off” period. Officers can also restrict a juvenile to their room for up to an hour if the officer feels that the juvenile needs a cool down period.

### **IV. GENERAL INFORMATION**

#### **A. Clothing/Personal Belongings**

When you are admitted to the Services Center, your personal clothing, jewelry, and other property, will be inventoried and placed into the property room, and you will be issued clothing to wear. Your money will be put on an account in your name; you may buy commissary items from this account. Any money that is left on your account at the time of your departure will be returned to you.

All clothing and items issued to you are your responsibility. If you destroy, tear, rip, etc. any of these items your account will be charged and you will receive a level loss to LEVEL ZERO for destruction of property.

#### **B. Damages**

When juvenile incur a charge for damaged property, the amount will be entered into the commissary computer. There is no time limit on these charges, if a juvenile leaves and returns to the JSC in a year, the charge will still be there. Prices go as followed: Uniform pants-\$8.95 to \$12.00 (depending on size) Uniform shirt-\$8.00 to \$13.00 (depending on size) Blanket \$15 Sheet \$5 Towel \$4.50 Mattress \$125 I.D. Wristband \$5 Laundry Bag \$7 Shoes \$7.



### **C. Room Display**

- Beds are to be made properly when you exit your room.
- Hygiene items will be placed on the hygiene shelf.
- Towel and laundry bag will be hung on the hooks under the hygiene shelf.
- School related items will be placed in your lockers.
- All other items will be neatly placed in your basket (pictures, clothing neatly rolled or folded).
- Items are not permitted to be displayed in the windows or stuck on wall.

### **D. Illness**

If you are ill, injured, or feeling depressed, notify JSC staff. Juvenile will be provided a medical slip to complete and referred to the appropriate source for an assessment. If you choose to go to your room due to illness, you will remain there for the remainder of the shift and will earn no points for that entire day.

### **E. Hygiene**

Juvenile are required to shower daily. This includes washing your hair and brushing your teeth. Shaving razors will be passed out at morning meds and then collected 30 minutes after given. Your suits, sheets, and towels will be laundered three times a week. Your blanket will be exchanged once every thirty days.

### **F. Mail**

All mail will be opened by JSC staff in the presence of the juvenile to inspect for contraband during time of passing mail. Any prohibited item will be removed by JSC staff and placed in the juvenile's property. This includes stamps / stamped stationary, food items, etc. Contraband and illegal items will not be placed in the juvenile's property.

### **G. Visitation**

**All visitors must be 18 years of age or older and pre-approved by the Probation Department. No visits will be allowed until your initial court date. Visitation can be scheduled by your parents or legal guardians. Your parents or legal guardians may have other relatives join their visits if they are approved by the Probation Department. Contact visits will be allowed for juvenile on level two and three only. Juvenile who are on level three will receive two visits per week. Juvenile who are on level two will receive one visit per week. Juvenile who are on level one will be allowed one visit per week through video visitation only.**

### **H. Searches**

**In order to maintain a safe and secure facility, a search of your room will be conducted on a daily basis. JSC staff may search you or your room at anytime.**

### **I. Emergency Evacuation Procedures**

**In the event of an emergency evacuation, the following procedures will apply:**

**If you are in your room:**

- 1. Grab your blanket and stand at your door.**
- 2. Once your door opens follow the directions of the JSC staff.**
- 3. Leave your door open when you depart. If you are in any other areas of the JSC remain in place and wait for JSC staff to direct you.**

#### **J. Grievance Procedures**

Juvenile have the right to file a grievance regarding treatment or conditions in the JSC with the Juvenile Commander or Assistant Juvenile Commander.

**Grievance Procedure:**

- A) A grievance shall be in written form, showing the date, statement of grievance and juvenile's signature.**
- B) The written grievance shall be collected by JSC staff and forwarded to the Juvenile Commander.**
- C) All written grievances shall receive a written response from the Juvenile Commander or his designee within five (5) days of receiving the grievance.**

#### **K. Commissary**

Commissary order forms will be distributed and collected on Saturday evening. Depending on what level a juvenile is on will determine the amount he/she is able to spend on commissary. All personal hygiene items must be purchased prior to ordering snacks.

#### **L. Meal Time Procedures**

Meal trays will be passed at approximately 6:00am, 12:00pm, and 6:00pm. Juvenile may not accept, trade or give away food to any other juvenile.

# **APPROVED ITEMS TO HAVE IN A CELL**

**ALL OTHER ITEMS WILL BE CONSIDERED CONTRABAND.**

- **1 BLANKET (2 IN WINTER MONTHS)**
- **1 JUMPSUIT**
- **1 MATTRESS**
- **2 SHEETS**
- **2 TOWELS**
- **1 LAUNDRY BAG**
- **1 LAUNDRY BASKET**
- **1 ROLL OF TOILET PAPER**
- **HYGIENE ITEMS**
- **1 BIBLE**
- **1 READING BOOK OR SCHOOL BOOK**
- **FOOD ITEMS FROM COMMISSARY (TO BE STORED IN YOUR BASKET)**
- **EXTRA WHITE CLOTHING (FOLDED AND PLACED IN YOU BASKET IF CLEAN, PLACED IN LAUNDRY BAG IF DIRTY)**
- **3 CARDS OR LETTERS (ADDITIONAL CARDS OR LETTER WILL BE PLACED IN YOU LOCKER)**
- **3 PHOTOS (ADDITIONAL PHOTOS WILL BE PLACED IN YOUR PROPERTY)**
- **COURT RELATED MATERIALS**

**\*\*\* You are responsible for the items that are in your cell.**